



DEPARTMENT OF PUBLIC SOCIAL SERVICES

WELFARE FRAUD PREVENTION & INVESTIGATIONS SECTION

Number
03-13

Date:
07/10/2003

Administrative Memorandum

SUBJECT: REVISED PROCEDURES FOR INF252 REQUESTS (DMV Mail)

REFERENCE:

CANCELS: N/A

FILE IN:

☒ All WFP&I Staff

I. BACKGROUND/PURPOSE:

The purpose of these interim procedures is to provide better oversight and control of confidential INF252s (Law Enforcement Request For Driver License/Identification Record Information) received from the Department of Motor Vehicles (DMV).

II. PROCEDURES:

A. MAIL ROOM STAFF

MAIL ROOM CLERK:

- ☐ Delivers all incoming INF252s to the Administrative Deputy Director.

B. ADMINISTRATIVE DEPUTY DIRECTOR

The ADMINISTRATIVE DEPUTY:

- ☐ Distributes the INF252s to the appropriate Deputy Directors.

C. DEPUTY DIRECTOR

The DEPUTY:

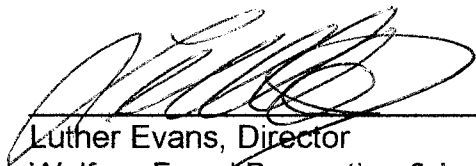
- ☐ Reviews the incoming INF252 requests for accuracy and appropriateness before distributing them to the appropriate Supervising Welfare Fraud Investigators.

D. SWFI

The Supervisor:

- ☐ Reviews the INF252s for accuracy and appropriateness and distributes to the appropriate WFI.

Please direct questions regarding this memorandum to your immediate supervisor.

A handwritten signature in black ink, appearing to read 'Luther Evans', is written over a horizontal line.

Luther Evans, Director
Welfare Fraud Prevention & Investigations Section

LE:AC:ng